

# MEAP Security Compliance Form

I, the undersigned, do certify and attest to all of the following:

I have had access to a printed or electronic copy of the *Professional Assessment & Accountability Practices for Educators* as published by the Office of Educational Assessment and Accountability of the Michigan Department of Education and

I have read the sections applicable to assessment security, preparation, and administration, and

I have read the section regarding the duties and responsibilities of my role in the assessment process, and

I have followed the practices as they relate to my role in the current assessment.

**Note:** Use a No. 2 pencil **only**.



Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Note: An electronic copy of the *Professional Assessment & Accountability Practices for Educators* is available at <http://www.michigan.gov/oeaa>. For further information, contact the Michigan Department of Education, Office of Educational Assessment and Accountability, 608 W. Allegan St., P.O. Box 30008, Lansing, MI 48909; call toll-free: 1-877-560-8378.

1 SCHOOL					DISTRICT				
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

2 MEAP ROLE	
<input type="radio"/> District Coordinator	<input type="radio"/> Proctor
<input type="radio"/> Building Coordinator	<input type="radio"/> Accommodations Provider
<input type="radio"/> Assessment Administrator	<input type="radio"/> Other _____

3 INFORMATION BOX
<b>PLEASE PRINT—Use full names.</b>
School Name: _____
City: _____
District Name: _____

## INSTRUCTIONS

1. Use a No. 2 pencil only. In the boxes under School, District, indicate the district code if you are the District Coordinator or have district-wide responsibilities including MEAP assessment. All other assessment administrators must fill in the school code and district code. Fill in the corresponding circles.
2. Fill in the corresponding circle next to your role in the MEAP assessment (ex: district coordinator, building coordinator, etc.).
3. In the Information Box, print your school name, city, and district name on the lines provided.
4. Once the form has been completed, return it to your district assessment coordinator.